

ADDENDUM #1: NOTE SEE CHANGES ON SECTIONS 2.5, 2.5.1, 2.5.2, 2.5.3, 2.5.4, 2.5.5, 2.5.6, 2.5.7 AND PRICING PAGE



NOTICE OF SOLICITATION

SERIAL 05060-S

INVITATION FOR BIDS FOR: LEGAL MESSENGER SERVICES (NIGP 96147)

Notice is hereby given that sealed bids will be received by the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, until **May 31, 2005 at 2:00 P.M. / M.S.T.** for the furnishing of the following for Maricopa County. Bids will be opened by the Materials Management Director (or designated representative) at an open, public meeting at the above time and place.

All bids must be signed, sealed and addressed to the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, and marked **"SERIAL 05060-S INVITATION FOR BIDS FOR LEGAL MESSENGER SERVICES"**

The Maricopa County Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Any protest concerning this request for bids must be filed with the Procurement Consultant in accordance with Section MC1-905 of the Code.

ALL ADMINISTRATIVE INFORMATION CONCERNING THIS BID AND THE CONTRACTUAL TERMS AND CONDITIONS CAN BE LOCATED AT <http://www.maricopa.gov/materials>. ANY ADDENDUM'S TO THIS SOLICITATION WILL BE POSTED ON THE MARICOPA COUNTY MATERIALS MANAGEMENT WEB SITE UNDER THE SOLICITATION SERIAL NUMBER.

BID ENVELOPES WITH INSUFFICIENT POSTAGE WILL NOT BE ACCEPTED BY THE MARICOPA COUNTY MATERIALS MANAGEMENT CENTER

SUBMIT INQUIRIES TO:

**DAVE LAFOND
PROCUREMENT CONSULTANT
TELEPHONE: (602) 506-3248**

THERE WILL BE A MANDATORY PRE-BID CONFERENCE ON MAY 17, 2005 at 09:00 A.M. / M.S.T. IN THE SECOND FLOOR CONFERENCE ROOM AT THE MARICOPA COUNTY MATERIALS MANAGEMENT DEPARTMENT, 320 W. LINCOLN ST., PHOENIX, AZ 85003

NOTE: MARICOPA COUNTY PUBLISHES ITS SOLICITATIONS ONLINE AND THEY ARE AVAILABLE FOR VIEWING AND/OR DOWNLOADING AT THE FOLLOWING INTERNET ADDRESS:

<http://www.maricopa.gov/materials/advbd/advbd.asp>

VENDORS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WITH THEIR BID

Signature: _____

Date: _____

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NOTICE

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EXHIBIT 1 – VENDOR REGISTRATION PROCEDURES

NO RESPONSE

Vendors not responding to this bid are asked to complete this document and return it to Maricopa County Materials Management Department, 320 W. Lincoln St., Phoenix, AZ 85003-2494.

MARK OUTSIDE ENVELOPE: "SERIAL 05060-S Invitation For Bids for Legal Messenger Services"

Responses must be received **BY 2:00 P.M., May 31, 2005**. Contractors failing to submit a bid, or this document, may be subject to removal from the Maricopa County Materials Management Contractor List.

SERIAL 05060-S

TITLE: LEGAL MESSENGER SERVICES (NIGP 96147)

VENDOR NAME: _____

ADDRESS: _____

PHONE: _____ CONTACT: _____

REASON FOR NO BID:

_____ Insufficient time to submit a bid

_____ Do not provide this service

_____ Other: _____

IMPORTANT

PLEASE READ BEFORE SUBMITTING YOUR BID

M/WSBE CONTRACT PARTICIPATION

For this Contract, a combined M/WSBE goal of **5%** involvement is established for Minority/Women-Owned Small Business Enterprises (M/WSBE). This goal may be attained singularly or by any combination thereof to create the overall designated percentage involvement goal. Instructions and required forms are included in the Minority/Women-Owned Small Business Enterprise Program Contracting Requirements section. The Maricopa County Minority and Women-Owned Small Business Enterprise Program, revised June 14, 2000, is incorporated by reference.

The Materials Management Department of Maricopa County will endeavor to ensure in every possible way that Minority and Women-owned Small Business firms shall have every opportunity to participate in providing professional services, materials, and contractual services to the Materials Management Department of Maricopa County without being discriminated against on the grounds of race, religion, sex, age or national origin. The Maricopa County Minority Business Program, effective January 1, 1992, is incorporated by reference.

Attachments E, F, and G provide detailed information and forms to be submitted as part of your bid. If no goal has been set the attachments will be not be required to be submitted with your bid.

THESE FORMS MAY BE LOCATED AT <http://www.maricopa.gov/materials>. M/WSBE PARTICIPATION FORMS.

SCOPE OF SERVICES

1.0 **INTENT:**

- 1.1 The intent of this Solicitation is to provide legal messenger services primarily for the Office of Contract Counsel (OCC), Planning and Development Department and for various other departments throughout Maricopa County. Legal messenger services to be provided by the selected Respondent(s) will include: messenger delivery, as well as personal and non-personal service of process. Maricopa County reserves the right to award multiple contracts and to add new Respondents to this Contract, as County needs dictate.
- 1.2 The OCC presently contracts with over 100 private attorneys. These attorneys are authorized to use this Contract for service of process on any case to which the Court, due to their client's indigent status, has appointed them.

2.0 **MESSENGER SERVICES:**

The Respondent shall pick up legal documents, letters, packages and materials from the OCC, located at 45 W. Jefferson, 9th Floor, Phoenix, Arizona 85003, for delivery to businesses and residences throughout the Phoenix metropolitan area. Legal documents will also be delivered to this address from other locations throughout the County. The County's pickup and delivery location may change and additional pickup and delivery locations may be added at a future date should other County departments require messenger services. Legal documents, letters, packages and other materials shall be delivered within two (2) hours of pickup, or no later than within 24 hours, if approved by the sender of the documents.

2.1 PROCESS SERVICES.

The Respondent shall pickup, and then serve summonses and complaints, including Dependency Petitions and Orders Setting Initial Dependency Hearings, as well as other legal documents. Process service may involve contact with angry or hostile respondents. Service may include, in addition to residences, delivery and service to municipal police stations, correctional institutions, mental health facilities, substance abuse treatment facilities, and other medical sites such as hospitals or rehabilitation facilities. The Respondent must prepare affidavits of service and have a notary public available to notarize signatures on such affidavits. Summonses and complaints shall be served within 24 hours, unless otherwise directed.

2.2 OTHER SERVICES.

The Respondent shall also provide the following service requirements, which may apply to messenger or service tasks:

- 2.2.1 Occasional demands for service within one hour of contact by an OCC representative.
- 2.2.2 Provide daily pick-up at the Adult and Juvenile Court Centers at the downtown Superior Court facility, the Durango Juvenile Court facility and the Mesa Superior and Juvenile Court facilities.
- 2.2.3 Provide service during other than routine business hours, including weekends and evenings.
- 2.2.4 All documents WILL be considered to be time sensitive, and the Respondent's performance shall be reviewed as to timeliness of response and ability to meet legal deadlines. Failure to meet a service or filing deadline may be cause for immediate suspension or termination of this Contract.

2.3 USAGE REPORT.

The Respondent shall furnish the OCC, a quarterly usage report delineating the acquisition activity governed by the Contract. The format of the report shall be approved by the County and shall disclose the quantity and dollar value of each Contract item by individual unit.

2.4 TAXES.

No tax shall be levied against labor. Bid pricing to include all labor, overhead tools and equipment used, profit, and any taxes that may be levied. It is the responsibility of the Contractor to determine any and all taxes and include the same in bid price.

2.5 DELIVERY.

It shall be the Respondent's responsibility to meet the County's delivery (**service**) requirements, as called for herein. Maricopa County reserves the right to obtain services on the open market in the event the Respondent fails to make delivery (**service**) in a satisfactory time period. Any price differential will be charged to the Respondent.

2.5.1 Delivery (**service**) fees shall be established based on Delivery Zones. All distances shall be calculated beginning at 45 West Jefferson Street, Phoenix, Arizona using Map Quest or other commonly used, similar program.

2.5.2 Delivery (**service**) fees for Zones One through Three shall be inclusive of all costs, including mileage, labor, etc. Delivery fees for Zone Four shall be similarly priced, though mileage be allowed beginning and ending at the one hundred mile limit of Zone Three.

2.5.2.1 ZONE ONE includes all addresses up to twenty miles.

2.5.2.2 ZONE TWO includes all addresses from twenty through forty miles.

2.5.2.3 ZONE THREE includes all address from forty through one hundred miles.

2.5.2.4 ZONE FOUR includes all addresses outside one hundred miles.

2.5.3 Multiple **deliveries (service) services** at the same location, whether for the same case or not, shall be charged as one (1) delivery and one (1) mileage charge.

2.5.4 Multiple **deliveries (service) services** on the same block or same apartment complex maybe charged separately, whether for the same case or not, but only one (1) mileage charge will be allowed.

2.5.5 **The Respondent will establish a pick-up schedule acceptable with OCC. The schedule need not necessarily be set on a daily basis and may include a "no-later-than" or "cut-off" time for document pick-up. Delivery (service) requirements will not be**

2.5.6 **The Respondent will notify OCC of the amount of advance notice necessary for document pick-up.**

2.5.7 **Documents will normally be delivered (served) either within two (2) hours or within twenty-four (24) hours, though there may be other requirements if circumstances dictate. All delivery (service) requirements will be within reason. Unless it is an emergency situation, there is no anticipated requirement for weekend delivery (service) of documents.**

2.6 DEFINITIONS.

2.6.1 Messenger Service: The pick-up and delivery of documents.

2.6.2 Process Service: The delivery (service) of legal documents to an individual or an entity.

2.6.2.1 Personal Service: Documents delivered (serviced) to a specific individual.

2.6.2.2 Non-Personal Service: Documents delivered (serviced) to a non-specified individual (e.g. Custodian of Records) for an entity.

2.6.2.3 Affidavit of Non-Service: A document attesting to the fact of unsuccessful attempts to deliver (service) documents.

2.6.2.4 Search Fee: Public records search.

2.6.2.5 Skip Trace: To locate an un-located individual.

2.6.2.6 Notarization of Affidavits of Service: Delivery (service) was successful and notarized as successful.

3.0 **SPECIAL TERMS and CONDITIONS:**

3.1 CONTRACT LENGTH.

The initial term of this Firm, Fixed-Price Contract shall be three (3) years.

3.2 OPTION TO RENEW CONTRACT.

The County may, at its option, and with the approval of the Respondent, renew the term of this Contract up to a maximum of three (3), one (1) year terms. The Respondent shall be notified in writing by the Materials Management Department of the County's intention to renew the Contract term at least thirty (30) calendar days prior to the expiration of the original Contract term.

3.3 PRICE ADJUSTMENTS.

Prices shall remain as bid for the initial term of this Contract. Any Respondent-requested price adjustment(s) must be submitted within thirty (30) days prior to the Contract's Anniversary date. Any requested price adjustment shall be fully documented to indicate reason or cause for the request. The Procurement Officer will analyze the request and compare it against market prices, and the Consumer Price Index. If the County and the Respondent agree to a price adjustment, it shall be affected through a written contract amendment.

3.4 NO GUARANTEED QUANTITIES.

The Respondent understands and hereby acknowledges that the County makes no representations nor guarantees the Respondent any minimum or maximum number of units of service to be provided under this Contract.

3.5 EVALUATION CRITERIA.

2.5.1 The evaluation of Bids will be based on, but will not be limited to, the following:

2.5.1.1 Compliance with specifications.

2.5.1.2 Price.

2.5.1.3 Determination of Responsibility.

- 3.5.2 The County reserves the right to award in whole or in part, by item or group of items, by section or geographic area, or make multiple awards, where such action serves the County's best interest.

3.6 INDEMNIFICATION AND INSURANCE.

3.6.1 Indemnification.

To the fullest extent permitted by law, Respondent shall defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, relating to this Contract.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the negligence of the County.

3.6.2 Insurance Requirements.

Respondent, at its own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed, possessing a current A.M. Best, Inc. Rating of B++6, or approved unlicensed companies in the State of Arizona with policies and forms satisfactory to the County.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of the County, constitute a material breach of this Contract.

The Respondent's insurance shall be primary insurance as respects the County, and any insurance or self-insurance maintained by the County shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect the County.

The Respondent shall be solely responsible for the deductible and/or self-insured retention and the County, at its option, may require the Respondent to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

The County reserves the right to request and to receive, within ten (10) working days, certified copies of any or all of the herein required insurance policies and/or endorsements. The County shall not be obligated, however, to review such policies and/or endorsements or to advise Respondent of any deficiencies in such policies and endorsements, and such receipt shall not relieve Respondent from, or be deemed a waiver of the County's right to insist on strict fulfillment of Respondent's obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name the County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The insurance policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against the County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Respondent's work or service.

- 3.6.2.1 Commercial General Liability. Respondent shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00 01 10 93 or any replacements thereof.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision which would serve to limit third party action over claims.

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form CG 20 10 11 85, and shall include coverage for Contractor's operations and products and completed operations.

If the Respondent subcontracts any part of the work, services or operations awarded to the Respondent, Respondent shall purchase and maintain, at all times during prosecution of the work, services or operations under this Contract, an Owner's and Contractor's Protective Liability insurance policy for bodily injury and property damage, including death, which may arise in the performance of the Respondent's work, service or operations under this Contract. Coverage shall be on an occurrence basis with a limit not less than \$1,000,000 per occurrence, and the policy shall be issued by the same insurance company that issues the Respondent's Commercial General Liability insurance.

- 3.6.2.2 Automobile Liability. Respondent shall maintain Automobile Liability insurance with an individual single limit for bodily injury and property damage of no less than \$1,000,000, each occurrence, with respect to Respondent's vehicles (whether owned, hired, non-owned), assigned to or used in the performance of this Contract.
- 3.6.2.3 Workers' Compensation. The Respondent shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Respondent's employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than \$500,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

If any work is subcontracted, the Respondent will require Subcontractor(s) to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of the Contractor.

3.6.3 Certificates of Insurance.

Prior to commencing work or services under this Contract, Respondent shall have insurance in effect as required by the Contract in the form provided by the County, issued by Respondent's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall be made available to the County upon 48 hours notice. **BY SIGNING THE AGREEMENT PAGE, THE RESPONDENT AGREES TO THIS REQUIREMENT AND FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF THIS CONTRACT.**

If a policy does expire during the life of the Contract, a renewal certificate must be sent to the County fifteen (15) days prior to the expiration date.

Occurrence Basis. All insurance required by this contract shall be written on an occurrence basis rather than a claims-made basis.

Cancellation and Expiration Notice. Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

3.7 PROCUREMENT CARD ORDERING CAPABILITY.

It is the intent of Maricopa County to utilize a procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract. Respondents without this capability may be considered non-responsive and not eligible for award consideration.

3.8 INQUIRIES AND NOTICES.

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

3.8.1 All inquiries concerning information herein shall be addressed to:

Maricopa County
Department of Materials Management
ATTN: Dave LaFond
320 W. Lincoln Street.
Phoenix, Arizona 85003

3.8.2 Contract Administration telephone inquiries shall be addressed to:

Dave LaFond, Procurement Consultant,
Telephone: 602.506.3248
E-mail: lafond@maricopa.gov

3.9 PRE-BID CONFERENCE.

There will be a mandatory pre-bid conference on **May 17, 2005** at 09:00 A.M. (MST) in the Maricopa County Materials Management Department, 320 W. Lincoln St., Phoenix, Arizona 85003.

3.10 SUBMISSION PRICE CLARITY.

For reasons of clarity all submissions of pricing (Attachment A) shall be priced in the same unit (size, volume, quantity, weight, etc.) as the bid specifications request. Submissions (bids) failing to comply with this requirement may be declared non-responsive.

3.11 INSTRUCTIONS FOR PREPARING AND SUBMITTING BIDS.

Respondents are to provide one (1) original hardcopy (labeled), two (2) hardcopy copies and one (1) electronic copy of pricing on a CD. Respondents are to identify their responses with the bid serial number, title and return address to Maricopa County, Department of Materials Management, 320 West Lincoln, Phoenix, Arizona 85003. **The owner, corporate official or partner who has been authorized to make such commitments must sign bids.**

3.12 RESPONDENT REVIEW OF DOCUMENTS.

The Respondent must review its Bid submission to assure the following requirements are met.

3.12.1 **Mandatory:** One (1) original hardcopy (labeled), two (2) hardcopy copies and one (1) electronic copy of pricing on a CD;

- 3.12.2 **Mandatory:** Attachment “A”, Pricing;
- 3.12.3 **Mandatory:** Attachment “B”, Agreement; and
- 3.12.4 **Mandatory:** Attachment “C”, References.

NOTE: RESPONDENTS ARE REQUIRED TO USE THE FOLLOWING ATTACHMENTS TO SUBMIT THEIR BIDS.

ATTACHMENT "A"

SERIAL 05060-S

PRICING SHEET

B0604633 / S043102 / NIGP 96147

RESPONDENT's NAME:

RESPONDENT's VENDOR NO:

RESPONDENT's ADDRESS:

P.O. ADDRESS:

RESPONDENT's PHONE NO:

RESPONDENT's FAX NO:

RESPONDENT's WEB SITE:

RESPONDENT's CONTACT (REP):

E-MAIL ADDRESS (REP):

ARE YOU WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL?

☐ YES ☐ NO

WILL YOUR FIRM ACCEPT A PROCUREMENT CARD FOR INVOICE PAYMENT

☐ YES ☐ NO

IF YES, MAY THE COUNTY TAKE ADVANTAGE OF DISCOUNTS OFFERED
BY YOU IN THIS BID WHEN PAYING WITH A PROCUREMENT CARD?

☐ YES ☐ NO

DOES YOUR FIRM HAVE INTERNET ORDERING CAPABILITY?

☐ YES ☐ NO

MAY OTHER GOVERNMENT AGENCIES USE THIS CONTRACT?

☐ YES ☐ NO

INDICATE THE PERCENTAGE OF M/WBE PARTICIPATION, IF ANY, HERE:

_____ %

PAYMENT TERMS: YOU ARE REQUIRED TO PICK ONE OF THE FOLLOWING.

NET 30	<input type="checkbox"/>	2% 10 DAYS NET 30	<input type="checkbox"/>
NET 15	<input type="checkbox"/>	1% 10 DAYS NET 30	<input type="checkbox"/>
NET 20	<input type="checkbox"/>	2% 30 DAYS NET 31	<input type="checkbox"/>
NET 30	<input type="checkbox"/>	1% 30 DAYS NET 31	<input type="checkbox"/>
NET 45	<input type="checkbox"/>	5% 30 DAYS NET 31	<input type="checkbox"/>
NET 60	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
NET 90	<input type="checkbox"/>		

PAYMENT TERMS WILL BE CONSIDERED IN DETERMINING LOW BID. FAILURE TO CHOOSE TERMS WILL RESULT IN A DEFAULT TO NET 30.

ATTACHMENT "A"

SERIAL 05060-S

ALL PRICING SHALL BE SUBMITTED ON A 3.5" DISKETTE CD FORMATTED IN EXCEL '97. BIDS WILL NOT BE ACCEPTED WITHOUT THE ACCOMPANYING DISKETTE IN THE BID SUBMITTAL. ANY BID NOT CONTAINING THE REQUIRED DISKETTE WILL BE CONSIDERED AS NON-RESPONSIVE AND WILL NOT BE CONSIDERED FOR EVALUATION OR CONTRACT AWARD.

1.0 PRICING.

Paragraphs	WITHIN 2 HOURS			WITHIN 24 HOURS		
	ZONE ONE	ZONE TWO	ZONE THREE/ FOUR *	ZONE ONE	ZONE TWO	ZONE THREE/ FOUR *
	(2.5.2.1)	(2.5.2.2)	(2.5.2.3 / 2.5.2.4)	(2.5.2.1)	(2.5.2.2)	(2.5.2.3 / 2.5.2.4)
1.1 Messenger Service	\$	\$	\$	\$	\$	\$
1.2 Process Service	\$	\$	\$	\$	\$	\$
1.2.1 Personal / Non-Personal	\$	\$	\$	\$	\$	\$
1.2.2 Search / Skip Trace	\$	\$	\$	\$	\$	\$
1.2.3 Attempted Delivery at Bad Address	\$	\$	\$	\$	\$	\$
1.3 Deliver Subpoenas to Clerk's Office	\$					
1.4 Wait Time at Government Facility ** (per fifteen (15) minutes)	\$					
1.5 <u>Preparation and Notarization of</u> Affidavit of Non-Service	\$					
1.6 <u>Preparation and</u> Notarizatin of Affidavits of Service	\$					
1.7 Mileage Rate - ZONE FOUR	\$					

* ZONE FOUR fees shall be the same as that for ZONE THREE, though mileage rate will be applied when services are provided in ZONE FOUR beginning and ending at the 100 mile point.

** Wait time to be billed in 15 minute increments.

ATTACHMENT "B"

AGREEMENT

The Contractors hereby certify that they have read, understand and agree that acceptance by Maricopa County of the Contractor's offer by the issuance of a Purchase Order or Contract will create a binding Contract. Further, they agree to fully comply with all terms and conditions as set forth in the Maricopa County Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement.

BY SIGNING THIS AGREEMENT THE SUBMITTING FIRMS CERTIFIES THAT THEY HAVE REVIEWED THE ADMINISTRATIVE INFORMATION AND CONTRACTUAL TERMS AND CONDITIONS LOCATED AT <http://www.maricopa.gov/materials>. AND AGREE TO BE CONTRACTUALLY BOUND TO THEM.

MINORITY/ WOMEN-OWNED SMALL BUSINESSES (check appropriate item):

- ☐ Disadvantaged Business Enterprise (DBE)
- ☐ Women-Owned Business Enterprise (WBE)
- ☐ Minority Business Enterprise (MBE)
- ☐ Small Business Enterprise (SBE)
- ☐ None of the above

FIRM SUBMITTING BID

FEDERAL TAX ID NUMBER

PRINTED NAME AND TITLE

AUTHORIZED SIGNATURE

ADDRESS

TELEPHONE

FAX #

CITY STATE ZIP

DATE

WEB SITE: _____

EMAIL ADDRESS: _____

MARICOPA COUNTY, ARIZONA

BY: _____
DIRECTOR, MATERIALS MANAGEMENT

DATE

BY: _____
CHAIRMAN, BOARD OF SUPERVISORS

DATE

ATTESTED:

CLERK OF THE BOARD

DATE

APPROVED AS TO FORM:

MARICOPA COUNTY ATTORNEY

DATE

ATTACHMENT "C"

CONTRACTOR REFERENCES

FIRM SUBMITTING BID: _____

1. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ E-MAIL ADDRESS: _____

2. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ E-MAIL ADDRESS: _____

3. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ E-MAIL ADDRESS: _____

4. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ E-MAIL ADDRESS: _____

5. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ E-MAIL ADDRESS: _____

EXHIBIT 1

VENDOR REGISTRATION PROCEDURES

On-line Vendor Registration at Maricopa County is available **NOW!**

On November 22, 2004, Maricopa County changed its vendor registration process. Paper forms will no longer be accepted. Vendor registrations will only be accepted through the active website. Register at <http://www.maricopa.gov/Materials/>

The new process will give you full control over your organizational information. Please be advised however that you are now directly responsible for the presence and accuracy of your company's information.

Vendors currently registered in our system who have changes to their information or have not registered online must establish a new account via the above web site link. Materials Management will no longer post changes to existing vendor records.

Procurement vendors: Be sure to select those commodity codes that best represent the commodities and or services provided by your organization. Non-procurement registrants may ignore the commodity portion.

Registration is **FREE**. You may use any computer with web access for registration, record updating and maintenance.

If you have any questions, email us at VendorReg@mail.maricopa.gov.